

## **Excerpt from the Chevy Chase Village Charter, Section 201:**

(b) The Board of Managers shall elect from among its members the following officers:

A **Chair**, who shall preside at the meetings of the Board of Managers and at the annual and special meetings of the Village, and shall call special meetings of the Board.

A **Vice Chair**, who shall act in the place of the Chair during the Chair's absence or incapacity.

A **Secretary**, who shall be a custodian of all records, correspondence and other documents of the Village, shall certify the minutes of all meetings of the Board of Managers and otherwise perform the duties of a Secretary.<sup>1</sup>

A **Treasurer**, who shall be the custodian of all funds which are received to the credit of the Village and who shall deposit all such funds in such investments as are authorized for municipalities by State law and which are permitted by an investment policy to be adopted by the Board of Managers and who shall pay out such funds only in accordance with this Charter as instructed by the Board of Managers. The Treasurer or designee shall keep such accounts and books as directed by the Board of Managers and shall make all necessary reports required by the Board of Managers under this Charter and by the laws of the State of Maryland. The Treasurer may designate Village staff to fulfill one or more of the duties of this office, with the exception of signing checks.

An **Assistant Treasurer**, who shall act in the place of the Treasurer during the Treasurer's absence or incapacity.

---

<sup>1</sup> Section 201 (c) states that "the Board may designate and elect additional officers from time to time". In recent years, the Village Board has also elected from among its members an **Assistant Secretary** so there is a pre-determined person who can act in the capacity of Secretary during the Secretary's absence or incapacity.